

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 12A000

1 AUGUST 2001

Manpower Standard

CONTRACTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Mr. G. W. Tatum III)
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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume within the Contracting Function whose mission is to provide professional, quality contracting business support for all unit organizational offices. This includes the acquisition of Architect and Engineer services, construction, supplies and services utilizing the most cost efficient acquisition procedures consistent with, and in accordance with, Federal Acquisition Regulations; the overall objective being customer satisfaction, best value and timeliness without compromising integrity. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force and ANG directives contain policy and procedural guidance for the operation of the Contracting function. This standard applies to all ANG flying units with the exception of the 127WG, Selfridge ANGB, Michigan and the Combat Readiness Training Centers (CRTC) and is applicable to peacetime operations only. This standard was developed in accordance with (IAW) AFI 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) -Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 3000 Handly Drive, McGhee Tyson Air National Guard (ANG) Base, TN 37777-6283.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. STANDARD DATA.

1.1. Approval Date: 1 August 2001

1.2. Man-hour Data Source. The Operational Audit (historical record/technical estimate) technique was used to collect/determine man-hour data.

1.3. Man-hour Equation. $Y = 105.3 + .2323X$.

1.4. Workload Factor (WLF).

1.4.1. Title. An Authorization Supported.

1.4.2. Definition. The average number of UMD authorizations, to include supported tenants and geographically separated units (GSUs), plus the average monthly number of Title 5 authorizations.

1.4.3. Source. Unit Manpower Document (UMD) (34 Command File Part B and File Part 2I Active) maintained by ANG Full Time Requirements (ANG/XPMF).

1.5. Points of Contact.

1.5.1. Functional: Lt Col Brent Feick, ANG/LGX and Mr. George Harris, NGB-AQP

1.5.2. Manpower: Mr. George W. Tatum, III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS.

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resultant man-hours by the current MAF. The answer will quantify the required fractional manpower. Use the Standard Manpower Range Table at Attachment 3 to round the fractional manpower to determine whole manpower requirements.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 591.71$

2.3.2. $Y_L = 230.95$

2.4. Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table at Attachment 4 to determine required AFSC.

2.5. Step 5. Manpower Data Codes. Use Manpower Standards Implementation (MSI) code "W" to identify requirements earned by this Manpower Standard on the Unit Manpower Document (UMD).

3. STATEMENT OF CONDITIONS: The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

Manpower Reengineering Study Contract, May 2000

Abbreviations and Acronyms

A&E - Architect and Engineer

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

AQ - Acquisitions Directorate

AQP - Acquisitions Quality Plans

BRC - Base Review Conference

CCR - Central Contractor Registration

CE - Civil Engineering

COR - Contracting Officer Representative

CRTC-Combat Readiness Training Center

D&F - Determination and Finding

DCAA - Defense Contract Audit Agency

DFAS - Defense Finance and Contracting Service

DO - Delivery Order

DoD - Department of Defense

DOL - Department of Labor

EDI - Electronic Data Interchange

FACNET - Federal Acquisition Computer Network

FAR - Federal Acquisition Regulation

FM - Financial Management

FO - Fiscal Office

FOIA - Freedom of Information Act

GSA - General Services Administration

GSU - Geographically Separated Unit

HUB - Historically Underutilized Business

IFB - Invitation for Bid

J&A - Justification and Approval

JA - Staff Judge Advocate

MOA - Memorandum of Agreement

MOD - Modification

MSDS - Material Safety Data Sheet

MSI - Manpower Standards Implementation

PD2 - Procurement Desktop 2

PMA - Preventive Maintenance Agreement

PO - Purchase Order

POM - Price Objective Memorandum

PNM - Price Negotiation Memorandum

PR - Purchase Request

QASP - Quality Assurance Surveillance Plan

QAE - Quality Assurance Evaluator

RFQ - Request for Quotation

RFP - Request for Proposal

RFI - Request for Information

SBA - Small Business Administration

SOW - Statement of Work

SPS - Standard Procurement System

TDY-Tour of Duty

TOC - Task Order Contracting

UMD - Unit Manpower Document

USP - United States Property

UTA-Unit Training Assembly

VSB - Very Small Business

WD - Wage Determination

WCD-Work Center Description

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

Historical Record. Documented past work performance of the work center.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

Manpower Range. Varies between stated limits.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Operational Audit. A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

Technical Estimate. A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

Title 5/Department of Defense (DoD) Civilian. Positions controlled by DoD/Air Force, policy and number of authorizations.

Work Center Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2**WORK CENTER DESCRIPTION****CONTRACTING****A2.1. DIRECT.****A2.1.1. CONTRACTING OPERATIONS:****A2.1.1.1. PROVIDES ASSISTANCE:**

A2.1.1.1.1. PROVIDES CUSTOMER ASSISTANCE. Provides assistance to walk-in customer or telephone inquiry. Provides contracting advice, legal interpretation, and policy information. Researches and provides response.

A2.1.1.1.2. PROVIDES COMMAND STAFF ASSISTANCE. Provides assistance/input through meeting, board, committee, and/or working group. Reviews prior meeting minutes, researches open tasking, documents finding and attends meeting.

A2.1.1.1.3. PERFORMS STAFF ASSISTANCE VISIT. Provides out-of-office assistance to local unit, collocated/non-collocated unit, geographically separated unit, state headquarters, etc. Includes travel to and from as well as on-site visit.

A2.1.1.1.4. SUPPORTS (CONTRACTING-RELATED) SPECIAL EVENT. Identifies support requirement, participates in meeting, performs research, obtains required guidance, coordinates and provides on-site support.

A2.1.1.1.5. ASSISTS VENDOR:

A2.1.1.1.5.1. ASSISTS VENDOR IN REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR).

A2.1.1.1.5.2. ASSISTS VENDOR IN COMPLETING OFFEROR REPRESENTATION AND CERTIFICATION.

A2.1.1.1.5.3. PROVIDES VENDOR ACCESS AND DEMONSTRATION SUPPORT. Coordinates with functional area to determine interest, schedules meeting and/or demonstration, attends demonstration, documents and files.

A2.1.1.2. DEVELOPS ADVANCED ACQUISITION PLAN:

A2.1.1.2.1. DEVELOPS ANNUAL ACQUISITION PLAN. Develops a contracting acquisition plan for activities serviced. Includes meeting with customer to review and anticipate requirement.

A2.1.1.2.2. REVISES PLAN. Makes revision to plan.

A2.1.1.3. REVIEWS CONTRACTING ACTION:

A2.1.1.3.1. REVIEWS PURCHASE ORDER (PO) FOLDER. Reviews PO folder and validates requested action.

A2.1.1.3.2. REVIEWS MODIFICATION (MOD). Reviews MOD and validates requested action. Reviews MOD for legal and contractual sufficiency.

A2.1.1.3.3. REVIEWS DIRECTIVE. Reviews contracting directive, policy letter, technical data, operating instruction, and implements policy.

A2.1.1.3.4. REVIEWS REQUEST FOR QUOTATION (RFQ). Reviews RFQ for items over \$2,500, ensuring proper format is used.

A2.1.1.3.5. REVIEWS RESULT OF LABOR VIOLATION INVESTIGATION. Reviews result of labor violation investigation and initiates action as required.

A2.1.1.3.6. REVIEWS SOLICITATION FOLDER. Reviews for legal and contractual sufficiency.

A2.1.1.3.7. REVIEWS AWARD FOLDER. Reviews for legal and contractual sufficiency.

A2.1.1.3.8. REVIEWS DELIVERY ORDER (DO) FOLDER. Reviews for legal and contractual sufficiency.

A2.1.1.4. ADDRESSES CONGRESSIONAL INQUIRY.

A2.1.1.5. ADDRESSES SPECIAL INTEREST ITEM INQUIRY. Responds to inquiry, records facts, and reports result of investigation.

A2.1.1.6. PROCESSES FREEDOM OF INFORMATION ACT (FOIA) REQUEST. Processes FOIA request in accordance with (IAW) directed policy.

A2.1.1.7. RESPONDS TO REQUEST FOR INFORMATION (RFI). Researches file and prepares/forwards response. Includes non-FOIA request such as other-agency request for past performance information, union requests for payroll information, etc.

A2.1.1.8. PROCESSES AGENCY PROTEST:

A2.1.1.8.1. REVIEWS PROTEST. Reviews and prepares copy of protest and distributes to applicable agency.

A2.1.1.8.2. TAKES APPROPRIATE ACTION. Withholds award/notifies contractor to stop performance and/or delivery.

A2.1.1.8.3. PREPARES LETTER OF ACKNOWLEDGMENT. Prepares letter of acknowledgment to protester.

A2.1.1.8.4. NOTIFIES INTERESTED PARTY. Prepares a letter notifying interested party of the protest.

A2.1.1.8.5. REQUESTS TECHNICAL ASSISTANCE. Prepares letter to using activity requesting technical assistance on the allegations of the protest.

A2.1.1.8.6. REVIEWS OUTCOME OF TECHNICAL ASSISTANCE.

A2.1.1.8.7. ANSWERS PROTESTER. Upon receipt of final decision, prepares answer to protester, coordinates answer with Staff Judge Advocate (JA), and forwards final decision to the protester.

A2.1.1.8.8. REPRODUCES AND FORWARDS COPY OF AGENCY PROTEST TO NATIONAL GUARD BUREAU, AQUISITIONS (NGB-AQ).

A2.1.1.8.9. RESOLVES ISSUE TO AVOID PROTEST. Obtains notification of issue, investigates, reviews, researches, coordinates, resolves issue at the lowest possible level, responds, documents and files.

A2.1.1.9. PROCESSES UNAUTHORIZED COMMITMENT/RATIFICATION ACTION:

A2.1.1.9.1. INVESTIGATES UNAUTHORIZED COMMITMENT. Investigates and determines if violation has occurred.

A2.1.1.9.2. REQUESTS FORMAL STATEMENT OF FACT. Requests, through individual's supervisory chain, a statement of fact for review and supporting circumstance or documentation. Prepares and forwards letter to contractor, providing suspense date for invoice.

A2.1.1.9.3. ENSURES FUND AVAILABILITY. Reviews and loads Purchase Request (PR) into automated data system.

A2.1.1.9.4. REVIEWS STATEMENT OF FACT. Reviews, resolves question, and makes written determination.

A2.1.1.9.5. OBTAINS REQUIRED REVIEW. Forwards individual's statement, and Contracting Officer's written determination through the United States Property and Fiscal Office (USP&FO) to JA or NGB-AQ for determination and resolves comment.

A2.1.1.9.6. ISSUES PO. Issues supporting PO to ratify commitment.

A2.1.1.10. ANALYZES CONTRACTING DATA:

A2.1.1.10.1. REVIEWS STATUS OF CONTRACT OVER \$100,000. Reviews status to ensure milestones are met, and required documentation is received, annotated, and incorporated into the appropriate contract file.

A2.1.1.10.2. PROCESSES SUBCONTRACTING PLAN. Applies to Large Business Award over \$500,000.

A2.1.1.10.3. REVIEWS AND APPROVES SUBCONTRACTING PLAN. Reviews for compliance, approves, and files.

A2.1.1.10.4. MONITORS AND ENFORCES SUBCONTRACTING PLAN.

A2.1.1.10.5. PREPARES AND ANALYZES DEPARTMENT OF DEFENSE (DD) FORM 1057, *MONTHLY CONTRACTING SUMMARY OF ACTIONS \$25,000 OR LESS*. Determines trend of contracting action.

A2.1.1.10.6. REVIEWS DD FORM 350, *INDIVIDUAL CONTRACTING ACTION REPORT*. Reviews DD Form 350, for contract awarded in excess of \$25,000; \$500,000 for Designated Industrial Groups and Targeted Industrial Groups and \$2,500 for Very Small Business (VSB) set-asides. Ensures report is correct and approves.

A2.1.1.11. OBTAINS OR UPGRADES CONTRACTING OFFICER WARRANT. Prepares/reviews application for Contracting Officer warrant.

A2.1.1.12. COORDINATES WITH SMALL BUSINESS. Coordinates inquiry and request for information from small business on contracting issue.

A2.1.1.13. PREPARES NOVATION AGREEMENT (CHANGE OF NAME/OWNERSHIP). Prepares Novation Agreement and updates contract record.

A2.1.1.14. CONDUCTS SELF-INSPECTION PROGRAM. Prepares self-inspection report and initiates corrective action. Reviews checklist and follows-up to ensure corrective action.

A2.1.1.15. MANAGES DoD GOVERNMENT PURCHASE CARD PROGRAM:

A2.1.1.15.1. VALIDATES NEW CARDHOLDER AND/OR BILLING OFFICIAL ACCOUNT REQUIREMENT.

A2.1.1.15.2. ESTABLISHES/MAINTAINS ELECTRONIC ACCOUNT WITH BANK.

A2.1.1.15.3. PERFORMS ACCOUNT SURVEILLANCE:

A2.1.1.15.3.1. PERFORMS CARDHOLDER AUDIT.

A2.1.1.15.3.2. PERFORMS APPROVING OFFICIAL AUDIT.

A2.1.1.15.4. ESTABLISHES PURCHASING AUTHORITY. Prepares individual appointment letter.

A2.1.1.15.5. MAINTAINS, REVIEWS AND COORDINATES ACTION BASED ON MANAGEMENT REPORT. Audits purchase threshold and reviews for questionable item.

A2.1.1.15.6. ASSISTS CARDHOLDER/APPROVING OFFICIAL WITH QUESTION/PROBLEM.

A2.1.1.15.7. UTILIZES PURCHASE CARD/CONVENIENCE CHECKING ACCOUNT TO SUPPORT CUSTOMER. Establishes account, maintains cardholder documentation, ensures/tracks funding, reconciles statement, coordinates with Financial Management (FM), purchases item, issues item, documents and files.

A2.1.1.15.8. MANAGES CONVENIENCE CHECKS. Obtains IRS Form 1099, *Miscellaneous Income*, and required information from vendor, prepares report and forwards to Defense Finance and Accounting Service (DFAS).

A2.1.1.15.9. ACCOMPLISHES COMPUTER INTERFACE WITH BANK. Electronically connects with bank, accesses database, downloads Statement Billing File (SBF), creates and reviews report, distributes report and backs up data. Imports SBF to First View, creates invoice, distributes invoice and data file to FM.

A2.1.1.15.10. PROCESSES PROCEDURE VIOLATION. Identifies violation (including possible fraud), investigates, notifies billing official and commander, takes/coordinates administrative action, prepares memorandum, and files.

A2.1.1.15.11. RESOLVES ACCOUNT DISCREPANCY. Identifies discrepancy, delinquency, billing error or dispute, contacts bank/FM/DFAS, determines resolution, documents and files.

A2.1.1.15.12. PERFORMS PRICE REASONABLENESS SURVEY. Determines sampling group, coordinates, prepares response, distributes and files.

A2.1.1.15.13. PROCESSES CREDIT CARD HOLDER PAYMENT OVER \$2,500.
Inputs data into automated data system.

A2.1.1.15.14. REVIEWS, UPDATES AND CONDUCTS MANDATORY USER
TRAINING (GROUP AND INDIVIDUAL).

A2.1.1.15.15. MAINTAINS LOCAL OPERATING INSTRUCTION.

A2.1.1.16. PROCESSES MILITARY INTERDEPARTMENTAL PURCHASE
REQUEST.

A2.1.2. SMALL PURCHASE CONTRACTING:

A2.1.2.1. PROCESSES SMALL PURCHASE CONTRACTING REQUIREMENT.
Includes Supply and Services.

A2.1.2.1.1. REVIEWS REQUEST FOR PURCHASE/DO. Reviews request, inputs
into automated data system, and verifies fund availability.

A2.1.2.1.2. RESOLVES DISCREPANCY. Obtains information from customer and
resolves discrepancy, or returns request without action.

A2.1.2.1.3. SELECTS VENDOR/SUGGESTED VENDOR:

A2.1.2.1.3.1. CHECKS MANDATORY SOURCE AND FEDERAL SUPPLY
SCHEDULE FOR ITEM BEFORE GOING TO OPEN MARKET.

A2.1.2.1.3.2. REVIEWS SOLE SOURCE/BRAND NAME LETTER AND
WRITES DETERMINATION.

A2.1.2.1.3.3. CHECKS CCR FOR VENDOR STATUS.

A2.1.2.1.4. DETERMINES TYPE OF CONTRACTUAL DOCUMENT.
Determines type of contractual documentation required to include Purchase
Order/Delivery Order (PO/DO), Blanket Purchase Agreement (BPA), Standard Form
(SF) 44, *Purchase Order - Invoice Voucher*, DoD Government Purchase Card, or
other approved method.

A2.1.2.1.5. PREPARES RFQ IN AUTOMATED DATA SYSTEM.

A2.1.2.1.6. POSTS RFQ OVER \$10,000 IN A PUBLIC PLACE.

A2.1.2.1.7. MAINTAINS OPEN RFQ SUSPENSE FILE.

A2.1.2.1.8. OBTAINS PRICE QUOTE.

A2.1.2.1.9. PREPARES AWARD:

A2.1.2.1.9.1. PREPARES ABSTRACT OF OFFER. Documents abstract with quotation and determines best value offer.

A2.1.2.1.9.2. PREPARES PRICING MEMORANDUM. Prepares pricing memorandum of fair and reasonable price over \$2,500.

A2.1.2.1.9.3. DISSOLVES SET-ASIDE IF APPROPRIATE. Includes completing DD Form 2579, *Small Business Coordination Record*, and routing to USP&FO for over \$10,000.

A2.1.2.1.9.4. REVIEWS DEBARRED BIDDER LIST.

A2.1.2.1.9.5. ANNOTATES PO/DO LOG.

A2.1.2.1.10. VERIFIES ELECTRONIC FUNDS TRANSFER CERTIFICATION.

A2.1.2.1.11. ISSUES PURCHASE DOCUMENT. Inputs into automated data system, prints order, reproduces, prepares award for Contracting Officer signature, and distributes.

A2.1.2.1.12. PREPARES DD FORM 350, FOR PURCHASE/DO OVER \$25,000 OR VSB OVER \$2,500.

A2.1.2.1.13. PERFORMS PURCHASE FOLLOW-UP:

A2.1.2.1.13.1. PERFORMS LOCAL PURCHASE FOLLOW-UP. Reviews local purchase follow-up register or request from user, pulls and reviews PO/DO folder, contacts vendor to establish new delivery date, and ensures proof of delivery. Inputs new estimated delivery date into automated data system.

A2.1.2.1.13.2. COORDINATES WITH VENDOR AND/OR FM ON INVOICE PROBLEM.

A2.1.2.1.13.3. SUSPENSES AND FILES DOCUMENTATION. Files/maintains documentation in appropriate folder.

A2.1.2.2. ESTABLISHES MAINTENANCE AGREEMENT:

A2.1.2.2.1. REVIEWS PR. Reviews requirement for completeness, resolves discrepancy, and loads into automated data system.

A2.1.2.2.2. SELECTS VENDOR. Determines prospective vendor, selects vendor and/or prepares bidder list. Forwards request for quotation to vendor and obtains price list from vendor if pre-priced.

A2.1.2.2.3. PREPARES SF 98, *NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE/SF 98A*, *NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE*. Prepares SF 98 and SF 98A, determines applicability and coordinates with Department of Labor (DOL) for wage rate or downloads wage rate from DOL web site on project over \$2,500.

A2.1.2.2.4. PREPARES MAINTENANCE AGREEMENT. Incorporates description of agreement, specifications, and proper clauses and lists person authorized to make call/transaction.

A2.1.2.2.5. PERFORMS SITE VISIT. Performs site visit with prospective vendor.

A2.1.2.2.6. AWARDS MAINTENANCE AGREEMENT. Awards and distributes maintenance agreement, notifies vendor of award, and loads into automated data system.

A2.1.2.2.7. ADMINISTERS MAINTENANCE AGREEMENT. Administers agreement, identifies problem, accomplishes follow-up, and processes receiving report for receipt of services, and monitors fund.

A2.1.2.2.8. PROVIDES CUSTOMER TRAINING. Provides customer with information and training pertaining to maintenance agreement usage.

A2.1.2.2.9. PREPARES CONTRACTING OFFICER REPRESENTATIVE (COR) LETTER TO CUSTOMER.

A2.1.2.2.10. REVIEWS INVOICE. Reviews invoice and approves payment.

A2.1.2.2.11. COORDINATES WITH VENDOR AND/OR FM ON INVOICE PROBLEM.

A2.1.2.3. PROCESSES SERVICES SMALL PURCHASE REQUIREMENT:

A2.1.2.3.1. PERFORMS SERVICE CONTRACT ACT REQUIREMENT. Applies to service order over \$2,500.

A2.1.2.3.2. PREPARES SF 98A:

A2.1.2.3.2.1. PREPARES AND ISSUES SF 98A. Prepares form or reviews Wage Determination (WD) for applicability, obtains current WD from the Internet, and incorporates into solicitation.

A2.1.2.3.2.2. PREPARES AND ISSUES BLANKET SF 98A. Prepares form or reviews Blanket Wage Determination for applicability, obtains current WD from the Internet, and incorporates into solicitation. Identifies recurring/projected project over \$2,500 and forwards to DOL. Files response.

A2.1.2.3.3. SUSPENSES AND FILES DOCUMENTATION. Files and maintains documentation in appropriate order folder. Suspenses purchase and delivery for receipt of service.

A2.1.2.4. ESTABLISHES CENTRALIZED/DECENTRALIZED AGREEMENT. Includes BPA, Preventive Maintenance Agreement (PMA), or Memorandum of Agreement (MOA) for supply or service.

A2.1.2.4.1. DETERMINES REQUIREMENT. Reviews procurement history to determine item suitable for agreement.

A2.1.2.4.2. PREPARES AND ISSUES SF 98A. Prepares form for recurring/projected project over \$2,500, or reviews WD for applicability and obtains current WD from Internet and incorporates into RFQ.

A2.1.2.4.3. SELECTS VENDOR AND/OR PREPARES BIDDER LIST. Performs market research, determines prospective vendor, selects vendor, and prepares bidder list. Forwards request for quotation to vendor and obtains price list from vendor if pre-priced.

A2.1.2.4.4. PREPARES BPA/PMA/MOA PACKAGE. Prepares in automated data system.

A2.1.2.4.5. PERFORMS SITE VISIT. Performs site visit with prospective vendor.

A2.1.2.4.6. AWARDS AND DISTRIBUTES AGREEMENT. Awards, distributes, and notifies vendor of award.

A2.1.2.4.7. PREPARES AUTHORIZATION LETTER TO USER OR COR.

A2.1.2.4.8. PROVIDES USER TRAINING. Provides customer with information and training pertaining to decentralized agreement usage.

A2.1.2.4.9. REVIEWS MATERIAL INSPECTION/RECEIVING REPORT. Reviews and files.

A2.1.2.4.10. PREPARES SUMMARY REPORT. Credits award through automated data system.

A2.1.2.4.11. PERFORMS ANNUAL REVIEW. Reviews BPA usage, change in market condition, source of supply, and updates price list or other pertinent factor.

A2.1.2.5. ADMINISTERS SMALL PURCHASE ACTION. Includes all small purchase actions.

A2.1.2.5.1. PROCESSES SMALL PURCHASE MOD:

A2.1.2.5.1.1. REVIEWS REQUEST FOR MOD. Reviews MOD to verify requirement. Files documentation in contract file.

A2.1.2.5.1.2. ENSURES FUND AVAILABILITY. Ensures additional funds are available if the MOD is an increase. Reviews funds and inputs PR into automated data system.

A2.1.2.5.1.3. DETERMINES MOD TYPE. Determines type and proper authority for the MOD.

A2.1.2.5.1.4. CONDUCTS AND DOCUMENTS PROPOSAL REVIEW. Reviews proposal, analyzes price/cost estimate, develops objective, conducts and documents fact-finding.

A2.1.2.5.1.5. CONDUCTS NEGOTIATION. Determines government position, documents, conducts negotiation, and prepares/documents fair price reasonableness.

A2.1.2.5.2. PREPARES MOD. Prepares SF 30, *Amendment of Solicitation/Modification of Contract*, prepares narrative and inputs into automated data system.

A2.1.2.5.3. MAINTAINS SUPPLEMENTAL AGREEMENT SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained and clears suspense.

A2.1.2.5.4. DISTRIBUTES MOD. Distributes MOD as required following execution.

A2.1.3. SUPPLY CONTRACTING:

A2.1.3.1. PROCESSES SUPPLY CONTRACT:

A2.1.3.1.1. PREPARES CONTRACTING PLAN OVER \$100,000, OPEN MARKET:

A2.1.3.1.1.1. VERIFIES FUND AVAILABILITY. Verifies fund availability and loads into automated data system.

A2.1.3.1.1.2. COORDINATES WITH SMALL BUSINESS ADMINISTRATION (SBA). Coordinates with SBA for potential 8a or small disadvantaged business source. Processes DD Form 2579 with USP&FO.

A2.1.3.1.1.3. PERFORMS PR REVIEW. Discusses the requirement with the requesting activity, reviews the description and specification for accuracy and completeness, ensures adequacy for competition, and jointly reviews the contracting plan, including milestones.

A2.1.3.1.1.4. CONDUCTS MARKET RESEARCH. Reviews procurement history to determine like or similar purchase and determines GSA or open market.

A2.1.3.1.1.5. PREPARES DETERMINATION AND FINDING (D&F). Prepares documentation on option and warranty.

A2.1.3.1.1.6. PREPARES JUSTIFICATION AND APPROVAL (J&A). Prepares J&A for sole source and foreign market buy; forwards to USP&FO and/or NGB-AQ for review and approval.

A2.1.3.1.2. PREPARES SOLICITATION PACKAGE:

A2.1.3.1.2.1. PREPARES SYNOPSIS, FEDERAL ACQUISITION COMPUTER NETWORK (FACNET), AND/OR ELECTRONIC DATA INTERCHANGE (EDI) REQUEST. Researches contract requirement, prepares synopsis/FACNET request for quote or EDI posting, and submits for advertisement.

A2.1.3.1.2.2. PREPARES BIDDER LIST. Prepares list of prospective contractors interested in the solicitation and checks debarred list.

A2.1.3.1.3. PREPARES INVITATION FOR BID (IFB)/REQUEST FOR PROPOSAL (RFP)/SF 1449, *COMMERCIAL ITEM, PACKAGE*. Prepares package IAW applicable Federal Acquisition Regulation (FAR) provision/requirement and NGB-AQ policy.

A2.1.3.1.4. OBTAINS REQUIRED REVIEW. Reviews for completeness, submits solicitation package for review, and responds to comment.

A2.1.3.1.5. ISSUES SOLICITATION. Reproduces, issues solicitation to interested party, annotates bidder mailing list, and posts in public place.

A2.1.3.2. CONDUCTS PRE-BID CONFERENCE/SITE VISIT:

A2.1.3.2.1. PREPARES AGENDA. Prepares agenda and facility, and arranges clearance.

A2.1.3.2.2. NOTIFIES INTERESTED PARTY. Notifies interested party about scheduled pre-bid conference if not contained in synopsis or solicitation package.

A2.1.3.2.3. CONDUCTS PRE-BID CONFERENCE AND/OR SITE VISIT. Conducts conference, completes minutes and forwards completed documentation to interested party.

A2.1.3.2.4. RESPONDS TO ADDITIONAL INQUIRY. Responds to technical question and additional inquiry. Prepares and posts/distributes formal response.

A2.1.3.2.5. PREPARES AMENDMENT:

A2.1.3.2.5.1. REVIEWS AND COORDINATES CHANGE REQUEST WITH REQUIRING ORGANIZATION.

A2.1.3.2.5.2. PREPARES/DISTRIBUTES SF 30.

A2.1.3.2.5.3. ANNOTATES BIDDER LIST AND POSTS AMENDMENT WITH SOLICITATION IN A PUBLIC PLACE.

A2.1.3.3. EVALUATES IFB:

A2.1.3.3.1. CONDUCTS BID OPENING. Prepares abstract and conducts bid opening.

A2.1.3.3.2. REVIEWS BID. Reviews bid for responsiveness to the IFB.

A2.1.3.3.3. COORDINATES TECHNICAL EVALUATION WITH USING ACTIVITY.

A2.1.3.3.4. CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey, determines contractor's responsibility, and prepares determination of responsibility memorandum.

A2.1.3.4. EVALUATES RFP:

A2.1.3.4.1. REVIEWS PROPOSAL QUOTE.

A2.1.3.4.2. COORDINATES TECHNICAL EVALUATION WITH USING ACTIVITY.

A2.1.3.4.3. DETERMINES COMPETITIVE RANGE. Determines competitive range and notifies offeror outside of range.

A2.1.3.4.4. ESTABLISHES GOVERNMENT NEGOTIATION POSITION.

Coordinates with requesting organization and other interested party. Performs price evaluation and establishes government negotiation objective.

A2.1.3.4.5. PROCESSES PRICE OBJECTIVE MEMORANDUM (POM):

A2.1.3.4.5.1. PREPARES POM. Prepares POM IAW NGB-AQ contracting instruction, states the government's position and relevant fact concerning proposed negotiation.

A2.1.3.4.5.2. PREPARES FILE. Prepares POM file, attaches exhibit, and forwards file for required approval.

A2.1.3.4.5.3. REVIEWS COMMENT. Reviews POM comment; addresses, resolves, and incorporates comment prior to negotiating.

A2.1.3.4.5.4. REQUESTS/REVIEWS DEFENSE CONTRACT AUDIT AGENCY (DCAA) FINDING. Prepares memorandum of request and forwards to application office. Analyzes finding and incorporates. Applies to sole source, to include applications over \$500,000.

A2.1.3.4.6. CONDUCTS NEGOTIATION BRIEFING:

A2.1.3.4.6.1. CONDUCTS NEGOTIATION.

A2.1.3.4.6.2. EVALUATES CHANGE TO PROPOSAL WITH REQUIRING ORGANIZATION.

A2.1.3.4.6.3. REQUESTS/REVIEWS REVISED FINAL PROPOSAL.

A2.1.3.5. PREPARES PRICE NEGOTIATION MEMORANDUM (PNM).

A2.1.3.6. DEBRIEFS UNSUCCESSFUL OFFEROR.

A2.1.3.7. PREPARES AWARD DOCUMENTATION:

A2.1.3.7.1. DETERMINES AWARDEE AND PREPARES AWARD DOCUMENTATION. Determines awardee, completes abstract, prepares SF 26, *Award/Contract*, SF 33, *Solicitation*, *Offer and Award*, or SF 1449, *Solicitation/Contract/Order for Commercial Items*, and obtains contractor's signature.

A2.1.3.7.2. OBTAINS REQUIRED REVIEW. Submits contract for review and resolves comment.

A2.1.3.7.3. AWARDS CONTRACT. Awards, reproduces, and distributes contract.

A2.1.3.7.4. PREPARES DD FORM 350.

A2.1.3.7.5. PREPARES SYNOPSIS. Prepares synopsis for over \$25,000.

A2.1.3.7.6. NOTIFIES UNSUCCESSFUL OFFEROR/BIDDER. Prepares unsuccessful offeror memorandum; prepares, coordinates and conducts debriefing.

A2.1.3.8. PREPARES FOR CONTRACT PERFORMANCE:

A2.1.3.8.1. REVIEWS CONTRACT. Reviews contract and prepares file for administration.

A2.1.3.8.2. PREPARES PRE-PERFORMANCE AGENDA.

A2.1.3.8.3. CONDUCTS PRE-PERFORMANCE MEETING.

A2.1.3.9. CONDUCTS SITE VISIT.

A2.1.3.10. PROCESSES PAYMENT:

A2.1.3.10.1. REVIEWS AND CERTIFIES INVOICE.

A2.1.3.10.2. MAINTAINS OBLIGATED FUNDING RECORD.

A2.1.3.11. DETERMINES ISSUANCE OF CURE/SHOW CAUSE NOTICE:

A2.1.3.11.1. ISSUES CURE/SHOW CAUSE NOTICE.

A2.1.3.11.2. REVIEWS CONTRACTOR'S RESPONSE.

A2.1.3.12. TERMINATES CONTRACT:

A2.1.3.12.1. PROCESSES TERMINATION ACTION. Assembles documentation and justification for termination action. Determines type of termination required and forwards package for required review/comment.

A2.1.3.12.2. CONDUCTS CONVENIENCE TERMINATION. Reviews comment, notifies contractor of the termination for convenience, schedules event and meeting date. Negotiates settlement, issues a bilateral supplemental agreement and completes file.

A2.1.3.12.3. PROCESSES DEFAULT TERMINATION. Reviews and resolves comment, assembles termination package, and retains copy for contract file. Forwards termination package to NGB-AQ.

A2.1.3.13. PROCESSES CONTRACT MOD:

A2.1.3.13.1. REVIEWS REQUEST FOR MOD. Reviews MOD to establish why the MOD is required. Places written documentation in the contract file.

A2.1.3.13.2. DOCUMENTS REVIEW RESULT. Determines whether to treat as new requirement.

A2.1.3.13.3. ENSURES FUND AVAILABILITY. Ensures additional funds are available for MOD that is an increased. Inputs PR into automated data system.

A2.1.3.13.4. DETERMINES MOD TYPE. Determines type of MOD to be used and selects the proper authority for the MOD.

A2.1.3.13.5. EVALUATES ESTIMATE. Evaluates contractor's proposal.

A2.1.3.14. CONDUCTS NEGOTIATION ACTIVITY:

A2.1.3.14.1. DEVELOPS PRICING DATA. Develops pricing data for negotiation.

A2.1.3.14.2. CONDUCTS NEGOTIATION.

A2.1.3.14.3. PREPARES PNM. Prepares PNM or documents fair price reasonableness.

A2.1.3.14.4. PREPARES MOD. Prepares SF 30 in automated data system.

A2.1.3.14.5. ASSEMBLES DOCUMENTATION AND INSERTS IN CONTRACT FILE.

A2.1.3.14.6. MAINTAINS SUPPLEMENTAL AGREEMENT SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained.

A2.1.3.14.7. DISTRIBUTES MOD. Distributes MOD as required following execution.

A2.1.3.14.8. PREPARES DD FORM 350 FOR MOD OVER \$25,000, OR VSB OVER \$2,500.

A2.1.3.15. CLOSES OUT CONTRACT:

A2.1.3.15.1. REVIEWS CONTRACT FOLDER AND PREPARES CONTRACT FILE CLOSE-OUT CHECKLIST.

A2.1.3.15.2. RETIRES CONTRACT FILE TO STAGING AREA.

A2.1.4. SERVICE CONTRACTING:

A2.1.4.1. PROCESSES SERVICE CONTRACT:

A2.1.4.1.1. REVIEWS STATEMENT OF WORK (SOW). Reviews SOW and Quality Assurance Surveillance Plan (QASP). Requests requiring organization resolve deficiency comment.

A2.1.4.1.2. REVIEWS PR PACKAGE AND VERIFIES FUND.

A2.1.4.2. PREPARES SOLICITATION PACKAGE:

A2.1.4.2.1. PREPARES SOLICITATION FILE. Prepares solicitation package in automated data system.

A2.1.4.2.2. DETERMINES CONTRACT TYPE.

A2.1.4.2.3. DETERMINES CONTRACT SOURCE:

A2.1.4.2.3.1. DETERMINES SBA SOURCE. Contacts SBA and obtains 8A minority or disadvantaged source. Completes DD Form 2579.

A2.1.4.2.3.2. PREPARES SYNOPSIS/FACNET REQUEST. Researches contract requirement, prepares synopsis/FACNET request for quote, and submits for advertisement.

A2.1.4.2.4. PREPARES PRE-SOLICITATION NOTICE. Prepares pre-solicitation notification of prospective offeror.

A2.1.4.2.5. PREPARES BIDDER OFFEROR LIST. Prepares prospective bidder list.

A2.1.4.2.6. PREPARES SF 98/98A. Incorporates into solicitation. Obtains equivalent rate for Federal hires.

A2.1.4.2.7. PREPARES FINAL ADVANCE ACQUISITION PLAN.

A2.1.4.2.8. PREPARES D&F. Prepares documentation for inclusion of option.

A2.1.4.2.9. PREPARES J&A. Prepares J&A for sole source and forwards to USP&FO and/or NGB-AQ for review and approval.

A2.1.4.2.10. PREPARES SOLICITATION. Reviews uniform contract format, incorporates WD and specification, writes schedule, establishes delivery and performance, and researches to determine special and general provision.

A2.1.4.3. ISSUES SOLICITATION PACKAGE:

A2.1.4.3.1. OBTAINS REQUIRED REVIEW. Reviews uniform contract checklist for completeness and accuracy and submits package for required review and responds to comment.

A2.1.4.3.2. ISSUES SOLICITATION PACKAGE. Issues to interested party, annotates bidder list, reproduces package, and posts solicitation in a public place.

A2.1.4.4. CONDUCTS PRE-BID CONFERENCE/SITE VISIT:

A2.1.4.4.1. PREPARES AGENDA. Prepares agenda, facility, and arranges clearance.

A2.1.4.4.2. NOTIFIES INTERESTED PARTY/OR ESTABLISHES ATTENDEE LIST. Notifies interested party, or establishes attendee list, regarding scheduled pre-bid conference/site visit. Provides information /clearances to attend meeting.

A2.1.4.4.3. CONDUCTS PRE-BID CONFERENCE AND SITE VISIT. Conducts conference and forwards completed documentation to interested party.

A2.1.4.4.4. RESPONDS TO ADDITIONAL INQUIRY. Responds to technical question/additional inquiry.

A2.1.4.4.5. PREPARES AMENDMENT:

A2.1.4.4.5.1. REVIEWS AND COORDINATES CHANGE REQUEST.

A2.1.4.4.5.2. PREPARES, DISTRIBUTES AND POSTS AMENDMENT. Prepares SF 30 in automated data system.

A2.1.4.4.5.3. ANNOTATES BIDDER LIST. Posts amendment with solicitation in a public place.

A2.1.4.5. PROCESSES IFB:

A2.1.4.5.1. CONDUCTS BID OPENING. Holds bid opening and prepares abstract.

A2.1.4.5.2. REVIEWS AND EVALUATES BID. Reviews and evaluates bid and bid bond, acknowledgment of amendment and minor irregularity. Prepares determination concerning rejection of individual nonconforming bid, and evaluates bid to determine lowest responsive bidder. Reviews technical evaluation.

A2.1.4.5.3. NOTIFIES APPARENT LOW BIDDER. Notifies apparent low bidder and obtains references.

- A2.1.4.5.4. VERIFIES BID. Obtains necessary bid confirmation and notifies using activity concerning low bid.
- A2.1.4.5.5. CONFIRMS MISTAKE IN BID DOCUMENT. Validates contractor work sheet to confirm mistake in bid document and forwards to NGB-AQ for determination.
- A2.1.4.5.6. NOTIFIES UNSUCCESSFUL BIDDER. Prepares letter regarding unsuccessful or late bid and notifies unsuccessful bidder.
- A2.1.4.5.7. PROVIDES BID RESULT. Provides bid result of contract to affiliated individual or firm upon request.
- A2.1.4.5.8. OBTAINS ADDITIONAL FUND. Loads in automated data system.
- A2.1.4.6. CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey and determines contractor's responsibility. Prepares determination of responsibility memorandum.
- A2.1.4.7. PREPARES CONTRACT PACKAGE. Reviews abstract, bid attendance record and required document, and prepares contract package.
- A2.1.4.8. REVIEWS CONTRACT. Reviews contract for completeness.
- A2.1.4.9. OBTAINS REQUIRED REVIEW. Submits package for review and resolves comment.
- A2.1.4.10. AWARDS CONTRACT. Awards and distributes contract.
- A2.1.4.11. PREPARES AWARD SYNOPSIS.
- A2.1.4.12. PREPARES DD FORM 350.
- A2.1.4.13. PROCESSES RFP:
- A2.1.4.13.1. REVIEWS PROPOSAL. Opens and reviews proposal for responsiveness to RFP.
 - A2.1.4.13.2. DETERMINES FIRMS WITHIN COMPETITIVE RANGE.
 - A2.1.4.13.3. ESTABLISHES GOVERNMENT NEGOTIATION OBJECTIVE. Coordinates with project manager and other interested party to determine the government objective.
- A2.1.4.14. PROCESSES POM:

- A2.1.4.14.1. PREPARES POM. Prepares POM IAW NGB-AQ contracting instruction, states the government's position and relevant fact concerning proposed negotiation.
- A2.1.4.14.2. PREPARES FILE. Prepares POM file, attaches exhibit, and forwards file for required approval.
- A2.1.4.14.3. REVIEWS COMMENT. Reviews POM comment; addresses, resolves, and incorporates review comment prior to negotiation.
- A2.1.4.14.4. CONDUCTS NEGOTIATION. Conducts negotiation with contractor to obtain the most economic and timely contract. Includes proposal evaluation and request for best and final offer (BFO).
- A2.1.4.14.5. PREPARES PNM DOCUMENT OR ANALYSIS OF PROPOSAL SUMMARY. Prepares PNM and attaches revised exhibit, PNM, certificate of funds, certification of current cost, pricing data, and other related documentation.
- A2.1.4.14.6. CONDUCTS PRE-AWARD SURVEY. Obtains required information, conducts pre-award survey, and determines contractor responsibility. Prepares determination of responsibility memorandum.
- A2.1.4.14.7. PREPARES AWARD CONTRACT PACKAGE. Prepares award contract and other appropriate document in final format.
- A2.1.4.14.8. REVIEWS CONTRACT. Reviews contract for completeness.
- A2.1.4.14.9. OBTAINS REQUIRED REVIEW. Submits package for review and resolves comment.
- A2.1.4.14.10. AWARDS CONTRACT. Awards, reproduces, and distributes contract.
- A2.1.4.14.11. PREPARES AWARD SYNOPSIS.
- A2.1.4.14.12. PREPARES DD FORM 350.
- A2.1.4.15. PERFORMS SERVICE CONTRACT ADMINISTRATION:
- A2.1.4.15.1. REVIEWS SERVICE CONTRACT. Reviews service contract for completeness, accuracy, contract specification, history of negotiation, and researches contract clauses.
- A2.1.4.15.2. SCHEDULES/CONDUCTS COR/QUALITY ASSURANCE EVALUATOR (QAE) TRAINING. Prepares COR designation letter, if required, and schedules/conducts newly assigned COR/QAE personnel training.

A2.1.4.15.3. VERIFIES INSURANCE REQUIREMENT. Verifies requirement for insurance and availability of current certificate and drafts correspondence requesting submission, if required, prior to commencement of work.

A2.1.4.16. PREPARES FOR PRE-PERFORMANCE CONFERENCE. Prepares pre-performance document by assembling forms and documents to be issued to the contractor, and schedules pre-performance conference and participants.

A2.1.4.17. CONDUCTS PRE-PERFORMANCE CONFERENCE. Discusses contractor responsibility, right of the government, contract specification, fire protection, security, environmental, and safety requirement. Issues pre-performance document and ensures letter requiring the contractor's signature and date are accurately signed.

A2.1.4.18. MONITORS COR PROGRAM:

A2.1.4.18.1. DEVELOPS PERFORMANCE CHECKLIST. Develops contract performance checklist with assistance of COR/QAE.

A2.1.4.18.2. REVIEWS COR/QAE PERFORMANCE. Reviews COR/QAE performance with functional area chief and documents discussion and action taken.

A2.1.4.19. MONITORS CONTRACTOR PERFORMANCE:

A2.1.4.19.1. CONDUCTS CONTRACTOR PERFORMANCE EVALUATION MEETING. Reviews COR performance report, takes action if required, and files.

A2.1.4.19.2. PERFORMS SITE VISIT. Performs site visit to ensure contractor compliance with contract provision.

A2.1.4.20. MONITORS CONTRACTOR PAYMENT:

A2.1.4.20.1. REVIEWS AND CERTIFIES INVOICE.

A2.1.4.20.2. MAINTAINS OBLIGATED FUNDING RECORD.

A2.1.4.21. PROCESSES CONTRACT MOD:

A2.1.4.21.1. REVIEWS REQUEST FOR MOD. Reviews MOD to establish requirement and files documentation in contract file.

A2.1.4.21.2. ENSURES FUND AVAILABILITY. Ensures additional funds are available for modification that is an increase.

A2.1.4.21.3. DETERMINES MOD TYPE. Determines type and proper authority for the MOD.

A2.1.4.21.4. EVALUATES ESTIMATE. Evaluates contractor's proposal.

A2.1.4.22. CONDUCTS NEGOTIATION ACTIVITY:

A2.1.4.22.1. DEVELOPS PRICING DATA. Develops pricing data for negotiation.

A2.1.4.22.2. CONDUCTS NEGOTIATION.

A2.1.4.22.3. PREPARES PNM.

A2.1.4.22.4. PREPARES MOD. Prepares SF 30 in automated data system.

A2.1.4.22.5. ASSEMBLES DOCUMENTATION AND INSERTS IN CONTRACT FILE.

A2.1.4.22.6. OBTAINS REQUIRED REVIEW, OVER \$100,000, AND RESPONDS TO COMMENT.

A2.1.4.22.7. MAINTAINS SUPPLEMENTAL AGREEMENT SUSPENSE. Maintains supplemental agreement in suspense until the contractor's signature is obtained.

A2.1.4.22.8. DISTRIBUTES MOD. Distributes MOD as required following execution.

A2.1.4.22.9. PREPARES DD FORM 350.

A2.1.4.23. PROCESSES LABOR INVESTIGATION:

A2.1.4.23.1. ASSISTS DOL DURING INVESTIGATION. Assists DOL in researching information required for use during the investigation.

A2.1.4.23.2. OBTAINS REQUIRED REVIEW. Coordinates the DOL investigation and resolves comment.

A2.1.4.23.3. PREPARES AND MAINTAINS INVESTIGATION FILE. Prepares and documents labor investigation finding, places documentation in file, and maintains file.

A2.1.4.24. EXERCISES OPTION:

A2.1.4.24.1. RESEARCHES MARKET. Researches market to determine feasibility of exercising option or recompeting contract. Prepares D&F and 60-day advance contractor's notice.

A2.1.4.24.2. ACQUIRES WD. Requests WD from DOL or obtains from web site and reviews for use in exercising option or recompeting contract.

A2.1.4.24.3. PREPARES SF 30. Prepares SF 30 and forwards to contractor.

A2.1.4.24.4. PREPARES DD FORM 350. Prepares DD Form 350 for contract over \$25,000 or as required.

A2.1.4.25. TERMINATES CONTRACT:

A2.1.4.25.1. PROCESSES TERMINATION ACTION. Assembles documentation and justification for termination action. Determines type of termination and forwards package for required review/comment.

A2.1.4.25.2. CONDUCTS CONVENIENCE TERMINATION. Reviews comment, notifies contractor of the termination for convenience, schedules event and meeting date. Negotiates settlement, issues a bilateral supplemental agreement and completes file.

A2.1.4.25.3. PROCESSES DEFAULT TERMINATION. Reviews and resolves comment, assembles termination package and retains copy for contract file. Forwards termination package to NGB-AQ.

A2.1.4.26. CLOSES CONTRACT:

A2.1.4.26.1. OBTAINS WRITTEN RELEASE. Obtains written release of claim from contractor.

A2.1.4.26.2. PREPARES DD FORM 1594, *CONTRACT COMPLETION DATE*. Reviews close-out checklist to ensure all actions have been taken to release the government and the contractor from primary responsibility, closes contract, and prepares DD Form 1594.

A2.1.4.26.3. STAGES COMPLETED CONTRACT.

A2.1.5. CONSTRUCTION CONTRACTING:

A2.1.5.1. PREPARES IFB CONSTRUCTION CONTRACT:

A2.1.5.1.1. PERFORMS SPECIFICATION REVIEW. Reviews specification, drawing, and other pertinent document, prepares review comment, and forwards to Civil Engineering (CE) when correction is necessary.

A2.1.5.1.2. PROCESSES PROJECT DOCUMENT. Verifies that change to specification and drawing has been completed by CE, ensures COR has been designated, and logs into automated data system.

A2.1.5.1.3. PREPARES PRE-SOLICITATION DOCUMENT:

A2.1.5.1.3.1. PREPARES D&F:

A2.1.5.1.3.1.1. PREPARES D&F FOR APPLICATION OF WARRANTY CLAUSE.

A2.1.5.1.3.1.2. PREPARES D&F FOR APPLICATION OF LIQUIDATED DAMAGE. Determines the need for assessment of liquidated damage when performance period is not met.

A2.1.5.1.3.2. PERFORMS SMALL BUSINESS COORDINATION:

A2.1.5.1.3.2.1. PREPARES DD FORM 2579 (8A OFFERING) OR LETTER.

A2.1.5.1.3.2.2. DETERMINES SMALL DISADVANTAGED BUSINESS SET-ASIDE APPLICABILITY.

A2.1.5.1.3.2.3. DETERMINES EMERGING SMALL BUSINESS, COMPETITIVE BUSINESS DEMONSTRATION PROGRAM, OR HISTORICALLY UNDERUTILIZED BUSINESS (HUB)-ZONE SET-ASIDE APPLICABILITY.

A2.1.5.1.3.2.4. DETERMINES SMALL BUSINESS APPLICABILITY.

A2.1.5.1.4. ISSUES PRE-SOLICITATION NOTICE. Prepares SF 1417, *Pre-Solicitation Notice*, and mails to prospective vendor within the applicable Standard Industrial Classification (SIC) code.

A2.1.5.1.5. INITIATES ADVANCE ACQUISITION PLAN. Initiates Advance Acquisition Plan, coordinates with CE, reviews and establishes milestones, and completes plan. Inputs into automated data system.

A2.1.5.1.6. OBTAINS CERTIFICATION. Obtains certification of government furnished property (GFP) availability

A2.1.5.1.7. PREPARES SYNOPSIS. Researches contract requirement, prepares synopsis, and submits for advertisement for contract over \$25,000 or as required.

A2.1.5.1.8. PREPARES IFB PACKAGE. Prepares and attaches pertinent form, project specification, invitation to bidders and additional general provision/requirement needed to explain contract.

A2.1.5.1.9. PREPARES BIDDER LIST. Prepares list of prospective contractors interested in the contract and reviews the debarred/ineligible contractor list.

A2.1.5.1.10. OBTAINS REQUIRED REVIEW. Submits solicitation package for required review and resolves comment.

A2.1.5.1.11. REPRODUCES AND DISTRIBUTES SOLICITATION PACKAGE. Posts in a public place.

A2.1.5.1.12. CONDUCTS PRE-BID CONFERENCE:

A2.1.5.1.12.1. COORDINATES PRE-BID CONFERENCE. Prepares agenda and coordinates with applicable functional area.

A2.1.5.1.12.2. CONDUCTS PRE-BID CONFERENCE. Conducts conference, answers question, prepares and distributes minutes, and conducts site visit.

A2.1.5.1.12.3. ANSWERS INQUIRY. Answers and coordinates inquiry and technical question. Responds to request from additional prospective bidder for solicitation package.

A2.1.5.1.12.4. PREPARES AND DISTRIBUTES SOLICITATION AMENDMENT. Coordinates with CE, makes correction, and prepares and distributes amendment. Prepares SF 30 in automated data system.

A2.1.5.1.13. PROCESSES BID:

A2.1.5.1.13.1. CONDUCTS BID OPENING. Conducts bid opening and prepares abstract. Reviews bid and bid bond for accuracy, acknowledgment of amendment, and irregularity.

A2.1.5.1.13.2. EVALUATES BID. Prepares determination concerning rejection of individual non-conforming bid and evaluates bid to determine lowest bidder.

A2.1.5.1.13.3. VERIFIES BID. Obtains necessary bid confirmation and notifies using activity concerning low bid.

A2.1.5.1.13.4. PREPARES BID OPENING REPORT.

A2.1.5.1.13.5. OBTAINS ADDITIONAL FUND. Obtains additional funds if required. Processes PR modification in automated data system.

A2.1.5.1.14. CANCELS SOLICITATION AND PREPARES CANCELLATION SYNOPSIS.

A2.1.5.1.15. NOTIFIES CONTRACTOR:

A2.1.5.1.15.1. NOTIFIES APPARENT LOW BIDDER. Notifies apparent low bidder and obtains references for determination of responsibility and verification of bid.

A2.1.5.1.15.2. CONFIRMS MISTAKE IN BID DOCUMENT. Validates contractor work sheet to confirm mistake in bid document and forwards to NGB-AQ for determination.

A2.1.5.1.15.3. NOTIFIES UNSUCCESSFUL BIDDER. Prepares and forwards letter of unsuccessful or late bid to bidder.

A2.1.5.1.15.4. CONDUCTS PRE-AWARD SURVEY. Conducts pre-award survey and determines contractor's responsibility. Prepares determination of responsibility memorandum.

A2.1.5.1.16. PREPARES AWARD PACKAGE. Prepares SF 1442, Solicitation Offer and Award (Construction, Alteration, or Repair), or other required document, arranges in final format, and prepares award package in automated data system.

A2.1.5.1.17. COORDINATES CONTRACT. Submits contract over \$100,000 for required review and resolves comment.

A2.1.5.1.18. AWARDS CONTRACT. Awards, reproduces, and distributes contract.

A2.1.5.1.19. NOTIFIES DEPARTMENT OF LABOR. IAW FAR, notifies DOL of an award of a construction contract subject to affirmative action requirement (greater than \$10,000).

A2.1.5.1.20. PREPARES CONGRESSIONAL NOTIFICATION, OVER \$5,000,000.

A2.1.5.1.21. PREPARES AWARD SYNOPSIS. Prepares and submits synopsis of award to Commerce Business Daily (CBD) for contract over \$25,000.

A2.1.5.1.22. PREPARES DD FORM 350. Prepares DD Form 350 for contract over \$25,000 or as required.

A2.1.5.2. CONDUCTS PRE-PERFORMANCE ACTIVITY:

A2.1.5.2.1. PREPARES PRE-PERFORMANCE DOCUMENT. Prepares pre-performance document by assembling forms and documents to be issued to the contractor and schedules pre-performance conference and participants.

A2.1.5.2.2. PREPARES APPOINTMENT LETTER FOR COR.

A2.1.5.2.3. CONDUCTS PRE-PERFORMANCE CONFERENCE. Conducts pre-performance conference to discuss contractor responsibility, right of the government, contract specification and prepares memorandum. Ensures letter requiring contractor's signature and date are accurately annotated/signed.

A2.1.5.2.4. ISSUES NOTICE TO PROCEED.

A2.1.5.2.5. REVIEWS PERFORMANCE AND PAYMENT BOND. Reviews performance and payment bond IAW bond checklist, prepares bond review package, and forwards to JA with the package.

A2.1.5.2.6. REVIEWS STATUS REPORT. Reviews status report from bonding company. Computes percentage of completion and determines if work is being performed satisfactorily.

A2.1.5.2.7. REVIEWS INSURANCE CERTIFICATE. Validates certification of coverage letter and resolves discrepancy.

A2.1.5.2.8. PARTICIPATES IN FORMAL PARTNERING WORKSHOP.

A2.1.5.2.9. MONITORS CONTRACTOR PROGRESS:

A2.1.5.2.9.1. REVIEWS PROPOSED PROGRESS SCHEDULE AND/OR CRITICAL PATH MEASUREMENT (CPM). Reviews contractor's proposed progress schedule (AF IMT 3064, *Contract Progress Schedule*) or CPM, obtains approval/disapproval recommendation from CE and forwards approved progress schedule to the contractor and civil engineer. Files copy of approved progress schedule in centralized ledger for contracts over 60 days duration.

A2.1.5.2.9.2. MONITORS CONTRACTOR PROGRESS. Monitors contractor progress to ensure contract progress and completion are as scheduled; reviews AF IMT 3065, *Contract Progress Report*, received from contractor and civil engineer/inspector, compares and posts to the contract progress schedule.

A2.1.5.2.9.3. ASSESSES LIQUIDATED DAMAGE. Assesses liquidated damage when performance period is not met and prepares SF 30.

A2.1.5.2.9.4. RESOLVES DISCREPANCY. Resolves discrepancy in contractor and CE progress report and files progress report in contract file.

A2.1.5.2.9.5. ISSUES CURE NOTICE. Obtains required review/comment and issues cure notice when the contractor falls significantly behind schedule without a valid cause. Obtains NGB-AQ coordination as required.

A2.1.5.2.9.6. ANNOTATES CONTRACT FILE. Annotates contract file as to whether delinquency was cured within ten days and forwards copy to SBA if appropriate.

A2.1.5.2.9.7. ISSUES SHOW CAUSE NOTICE. Gathers resources, reviews report of performance deficiency, analyzes problem, ensures ten performance days remaining on contract, prepares notice IAW FAR. Obtains required review and issues show cause notice when discrepancy from cure notice is not corrected within ten days.

A2.1.5.2.9.8. RESPONDS TO SHOW CAUSE. Reviews contractor reply to show cause. Initiates appropriate action.

A2.1.5.2.9.9. REVIEWS REVISED PROGRESS SCHEDULE. Obtains and reviews contractor's revised contract progress schedule when a contract modification causes a change, or when the performance period is extended for four or more weeks. Provides a copy of the approved revised schedule to CE and contractor, and files a copy in the centralized ledger.

A2.1.5.2.9.10. ISSUES STOP WORK ORDER. Issues stop work order when contract violation arises. Negotiates new start date, prepares time extension memorandum and prepares SF 30.

A2.1.5.2.9.11. EXECUTES AND DOCUMENTS SUSPENSION OF WORK. Determines appropriate action, prepares and distributes modification, documents, establishes suspense for action and files. Receives authorization to resume work, notifies contractor, documents and files.

A2.1.5.2.10. MONITORS CONTRACTOR PERFORMANCE:

A2.1.5.2.10.1. PREPARES FOR AND CONDUCTS PROGRESS MEETING. Prepares meeting agenda, coordinates agenda item with interested functional area, conducts progress meeting, and prepares minutes for official contract file.

A2.1.5.2.10.2. REVIEWS CONTRACTOR STATEMENT. Reviews SF 1413, *Statement of Acknowledgment*, of subcontractor.

A2.1.5.2.10.3. REVIEWS APPRENTICESHIP CERTIFICATE. Reviews apprenticeship certificate and determines rate of pay for future payroll review.

A2.1.5.2.10.4. REVIEWS MATERIAL SUBMITTAL. Logs submittal on AF IMT 66, *Schedule of Material Submittals*, and suspenses to CE. Upon return of submittal from CE, gives final approval and forwards to contractor and resolves discrepancy. Reviews Material Safety Data Sheet (MSDS) for hazardous material.

A2.1.5.2.10.5. REVIEWS PAYROLL. Reviews contractor and subcontractor payroll, checks against authorized wage scale in the contract, and resolves discrepancy.

A2.1.5.2.10.6. PERFORMS SITE VISIT. Visits construction site and documents contract performance.

A2.1.5.2.11. PROCESSES PAYMENT TO CONTRACTOR:

A2.1.5.2.11.1. PROCESSES PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion percentage and amount to be retained by the government and forwards for payment.

A2.1.5.2.11.2. MAINTAINS OBLIGATED FUNDING RECORD.

A2.1.5.2.11.3. REVIEWS AND FILES PUBLIC PAY VOUCHER IN CONTRACT FILE.

A2.1.5.2.12. PROCESSES CONTRACT MOD:

A2.1.5.2.12.1. REVIEWS/DOCUMENTS REQUEST FOR MOD. Reviews request for MOD from contractor or CE. Determines whether to treat as new requirement.

A2.1.5.2.12.2. MONITORS FUND. Monitors fund to ensure additional funds are available if the MOD is an increase.

A2.1.5.2.12.3. PROCESSES CHANGE ORDER MOD. Processes change order MOD when there's not enough time for prior negotiation.

A2.1.5.2.12.4. EVALUATES ESTIMATE/PROPOSAL. Evaluates contractor's estimate.

A2.1.5.2.12.5. PREPARES FOR NEGOTIATION. Develops sufficient pricing data for negotiation. Establishes pre-negotiation objective.

A2.1.5.2.12.6. CONDUCTS NEGOTIATION.

A2.1.5.2.12.7. PREPARES PRICE NEGOTIATION MEMORANDUM.

A2.1.5.2.12.8. DRAFTS SUPPLEMENTAL AGREEMENT. Drafts supplemental agreement, prepares SF 30 in automated data system, prepares file, and obtains required review.

A2.1.5.2.12.9. DISTRIBUTES MOD. Ensures correct distribution of the MOD within ten days after execution.

A2.1.5.2.12.10. PREPARES DD FORM 350.

A2.1.5.2.13. CONDUCTS LABOR INTERVIEW AND INVESTIGATION:

A2.1.5.2.13.1. CONDUCTS LABOR INTERVIEW. Visits construction site and conducts required labor compliance interview with contractor employee. Evaluates labor compliance and files evaluation in contract file. Includes USP&FO awarded contracts.

A2.1.5.2.13.2. DETERMINES VIOLATION. Reviews labor investigation to determine violation and notifies DOL concerning the specific violation that exists. Includes researching labor regulations, payroll data, labor clauses, and DOL wage rate determination.

A2.1.2.5.2.14. CLOSSES CONTRACT:

A2.1.5.2.14.1. FORWARDS DRAWING. Ensures contractor furnishes “as built” drawing and forwards to CE.

A2.1.5.2.14.2. CONDUCTS PRE-FINAL INSPECTION. Visits construction site with project engineer and contractor for pre-final inspection. Forwards punch list item to contractor for correction.

A2.1.5.2.14.3. CONDUCTS FINAL INSPECTION. Visits construction site with project engineer and contractor for final inspection to ensure contract completion.

A2.1.5.2.14.4. OBTAINS WRITTEN RELEASE. Obtains written release of claim from contractor.

A2.1.5.2.14.5. PROCESSES FINAL PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion, and forwards for payment.

A2.1.5.2.14.6. PROCESSES FINAL PUBLIC PAY VOUCHER. Reviews copy of final paid voucher and files in contract file.

A2.1.5.2.14.7. COMPLETES PERFORMANCE EVALUATION REPORT. Researches contract file and completes Construction Contractor Performance Evaluation Report. Prepares DD Form 1594.

A2.1.5.2.14.8. FILES INACTIVE CONTRACT. Places filing designation, dollar amount, and completion date on contract folder.

A2.1.5.2.14.9. ASSESSES CONTRACT WARRANTY ENFORCEMENT. Resolves discrepancy resulting from construction item under warranty.

A2.1.5.3. PERFORMS/COMPLETES RFP CONSTRUCTION CONTRACT PROCEDURE:

A2.1.5.3.1. PERFORMS SPECIFICATION REVIEW. Reviews specification, drawing, and other pertinent document, prepares review comment, and forwards to CE when correction is necessary.

A2.1.5.3.2. PROCESSES PROJECT DOCUMENT. Verifies change to specification and drawing has been completed by CE. Ensures COR has been designated and inputs into automated data system.

A2.1.5.3.3. PREPARES PRE-SOLICITATION DOCUMENT:

A2.1.5.3.3.1. PREPARES D&F:

A2.1.5.3.3.1.1. PREPARES D&F FOR APPLICATION OF WARRANTY CLAUSE.

A2.1.5.3.3.1.2. PREPARES D&F FOR APPLICATION OF LIQUIDATED DAMAGE. Determines the need for assessment of liquidated damage when performance period is not met.

A2.1.5.3.3.2. PERFORMS SMALL BUSINESS COORDINATION:

A2.1.5.3.3.2.1. PREPARES DD FORM 2579 (8A OFFERING) OR LETTER.

A2.1.5.3.3.2.2. DETERMINES SET-ASIDE APPLICABILITY. Determines emerging small business, competitive business demonstration program, or HUB-zone set-aside applicability. Determines small business applicability.

A2.1.5.3.4. ISSUES PRE-SOLICITATION NOTICE. Prepares SF 1417 and mails to prospective vendor within the applicable SIC code.

A2.1.5.3.5. INITIATES ADVANCE ACQUISITION PLAN. Initiates Advance Acquisition Plan, coordinates with CE, reviews and establishes milestones, and completes plan.

A2.1.5.3.6. OBTAINS CERTIFICATION. Obtains certification of GFP availability.

A2.1.5.3.7. PREPARES SYNOPSIS. Researches contract requirement, prepares synopsis, and submits for advertisement for contract over \$25,000 or as required.

A2.1.5.3.8. PREPARES RFP PACKAGE. Prepares and attaches pertinent form, project specification, invitation to offeror and additional general provision/requirement needed to explain contract.

A2.1.5.3.9. PREPARES BIDDER LIST. Prepares list of prospective contractors and reviews the debarred/ineligible contractor list.

A2.1.5.3.10. OBTAINS REQUIRED REVIEW. Submits solicitation package for required review/comment and resolves comment.

A2.1.5.3.11. REPRODUCES AND DISTRIBUTES SOLICITATION PACKAGE.

A2.1.5.3.12. CONDUCTS PRE-PROPOSAL CONFERENCE:

A2.1.5.3.12.1. COORDINATES PRE-PROPOSAL CONFERENCE. Prepares agenda and coordinates with applicable functional area.

A2.1.5.3.12.2. CONDUCTS PRE-PROPOSAL CONFERENCE. Conducts conference, answers question, prepares and distributes minutes, and conducts site visit.

A2.1.5.3.12.3. ANSWERS INQUIRY. Answers and coordinates inquiry and technical question. Responds to request from additional prospective offeror for solicitation package.

A2.1.5.3.12.4. PREPARES AND DISTRIBUTES SOLICITATION AMENDMENT. Coordinates with CE, makes correction, and prepares and distributes amendment.

A2.1.5.3.13. PROCESSES RFP. Reviews proposal for acceptability.

A2.1.5.3.14. PROCEEDS TO AWARD WITHOUT DISCUSSION.

A2.1.5.3.15. PROCESSES POM:

A2.1.5.3.15.1. CONDUCTS PRE-NEGOTIATION MEETING. Convenes negotiation committee to determine area in need of negotiation and to establish negotiation objective.

A2.1.5.3.15.2. PREPARES POM. Prepares POM; states the government's position and relevant fact concerning proposed negotiation.

A2.1.5.3.15.3. PREPARES FILE. Prepares POM file and forwards for required approval.

A2.1.5.3.15.4. **REVIEWS COMMENT.** Reviews POM comment; addresses, resolves, and incorporates review/comment prior to negotiation.

A2.1.5.3.15.5. **CONDUCTS NEGOTIATION.** Conducts negotiation with contractor to obtain best overall price to the government.

A2.1.5.3.15.6. **PREPARES PNM.** Prepares PNM; attaches revised exhibit, PNM, certificate of funds, certification of current cost, pricing data, and other related documentation.

A2.1.5.3.15.7. **OBTAINS FUND.** Obtains additional funds if required. Prepares PR MOD in automated data system.

A2.1.5.3.15.8. **CANCELS SOLICITATION.** Cancels solicitation when required and prepares cancellation synopsis.

A2.1.5.3.15.9. **PREPARES BID OPENING REPORT.** Prepares bid opening report IAW governing regulation.

A2.1.5.3.15.10. **CONDUCTS PRE-AWARD SURVEY.** Conducts pre-award survey and determines contractor's responsibility. Prepares determination of responsibility memorandum.

A2.1.5.3.16. **PREPARES AWARD PACKAGE.** Prepares documentation, arranges in final format, and prepares award package.

A2.1.5.3.17. **COORDINATES CONTRACT.** Submits contract over \$100,000 for required review.

A2.1.5.3.18. **AWARDS CONTRACT.** Awards, reproduces, and distributes contract.

A2.1.5.3.19. **NOTIFIES DOL.** IAW FAR, notifies DOL of an award of a construction contract subject to affirmative action requirement.

A2.1.5.3.20. **PREPARES AWARD SYNOPSIS.** Prepares and submits synopsis of award to CBD for contract over \$25,000.

A2.1.5.3.21. **PREPARES DD FORM 350.** Prepares DD Form 350 for contract over \$25,000 or as required.

A2.1.5.4. PERFORMS PRE-PERFORMANCE ACTIVITY:

A2.1.5.4.1. **PREPARES PRE-PERFORMANCE DOCUMENT.** Prepares pre-performance document by assembling forms and documents to be issued to the contractor and schedules pre-performance conference and participants.

A2.1.5.4.2. PREPARES APPOINTMENT LETTER FOR COR.

A2.1.5.4.3. CONDUCTS PRE-PERFORMANCE CONFERENCE. Conducts pre-performance conference to discuss contractor responsibility, right of the government, and contract specification and prepares memorandum.

A2.1.5.4.4. REVIEWS PERFORMANCE AND PAYMENT BOND. Reviews performance and payment bond IAW bond checklist, prepares bond review package, and forwards to JA.

A2.1.5.4.5. ISSUES NOTICE TO PROCEED.

A2.1.5.4.6. REVIEWS STATUS REPORT. Reviews status report from bonding company. Computes percentage of completion and determines if work is being performed satisfactorily.

A2.1.5.4.7. REVIEWS INSURANCE CERTIFICATE. Validates certification of coverage letter and resolves discrepancy.

A2.1.5.4.8. MONITORS CONTRACTOR PROGRESS:

A2.1.5.4.8.1. REVIEWS PROPOSED PROGRESS SCHEDULE AND/OR CPM. Reviews contractor's proposed progress schedule (AF IMT 3064) or CPM, obtains approval/disapproval recommendation from CE and forwards approved progress schedule to the contractor and civil engineer. Files copy of approved progress schedule in centralized ledger for contracts over 60 days duration.

A2.1.5.4.8.2. MONITORS CONTRACTOR PROGRESS. Monitors contractor progress; reviews AF IMT 3065 received from contractor and civil engineer/inspector, and compares/posts to the contract progress schedule.

A2.1.5.4.8.3. RESOLVES DISCREPANCY. Resolves discrepancy in contractor and civil engineer progress report and files progress report in contract file.

A2.1.5.4.9. MONITORS CONTRACTOR PERFORMANCE:

A2.1.5.4.9.1. PREPARES AND CONDUCTS PROGRESS MEETING. Prepares meeting agenda, coordinates agenda item with functional area, conducts progress meeting, and prepares minutes for official contract file.

A2.1.5.4.9.2. REVIEWS CONTRACTOR STATEMENT. Reviews SF 1413 of subcontractor.

A2.1.5.4.9.3. REVIEWS APPRENTICESHIP CERTIFICATE. Reviews apprenticeship certificate and determines rate of pay for future payroll review.

A2.1.5.4.9.4. REVIEWS MATERIAL SUBMITTAL. Logs submittal on AF IMT 66 and suspenses to CE. Upon return from CE, gives final approval and forwards to contractor. Resolves discrepancy. Reviews MSDS for hazardous material.

A2.1.5.4.9.5. REVIEWS PAYROLL. Reviews contractor and subcontractor payroll, checks against authorized wage scale in the contract, and resolves discrepancy.

A2.1.5.4.9.6. PERFORMS SITE VISIT. Visits construction site and documents contract performance.

A2.1.5.4.9.7. REVIEWS AND FILES DESIGN CLARIFICATION VARIATION REQUEST.

A2.1.5.4.10. PROCESSES PAYMENT TO CONTRACTOR:

A2.1.5.4.10.1. PROCESSES PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion percentage and amount to be retained by the government (if applicable), and forwards for payment.

A2.1.5.4.10.2. MONITORS OBLIGATED FUNDING RECORD.

A2.1.5.4.10.3. REVIEWS AND FILES PUBLIC PAY VOUCHER IN CONTRACT FILE.

A2.1.5.4.11. PROCESSES CONTRACT MOD:

A2.1.5.4.11.1. REVIEWS/DOCUMENTS REQUEST FOR MOD. Reviews request for MOD from contractor or CE. Determines whether to treat as new requirement.

A2.1.5.4.11.2. OBTAINS FUND. Obtains fund and independent government estimate to ensure additional funds are available if the MOD is an increase. Loads fund into PR and automated data system.

A2.1.5.4.11.3. PROCESSES CHANGE ORDER MOD. Processes change order MOD when there's not enough time for prior negotiation.

A2.1.5.4.11.4. EVALUATES PROPOSAL/ESTIMATE. Evaluates contractor's estimate.

A2.1.5.4.11.5. PREPARES FOR NEGOTIATION. Develops sufficient pricing data for negotiation. Establishes pre-negotiation objective.

A2.1.5.4.11.6. CONDUCTS NEGOTIATION.

A2.1.5.4.11.7. PREPARES PNM.

A2.1.5.4.11.8. DRAFTS SUPPLEMENTAL AGREEMENT. Drafts supplemental agreement, prepares file, and obtains required review.

A2.1.5.4.11.9. DISTRIBUTES MOD. Ensures correct distribution of the MOD within ten days after execution.

A2.1.5.4.11.10. PREPARES DD FORM 350.

A2.1.5.4.12. CONDUCTS LABOR INTERVIEW AND EVALUATION. Visits construction site and conducts required labor compliance interview with contractor employee. Evaluates labor compliance and files evaluation in contract file.

A2.1.5.4.13. CLOSES CONTRACT:

A2.1.5.4.13.1. FORWARDS DRAWING. Ensures contractor furnishes “as built” drawing and forwards to CE.

A2.1.5.4.13.2. CONDUCTS PRE-FINAL INSPECTION. Visits construction site with project engineer and contractor for pre-final inspection. Forwards punch list item to contractor for correction.

A2.1.5.4.13.3. CONDUCTS FINAL INSPECTION. Visits construction site with project engineer and contractor for final inspection to ensure contract completion.

A2.1.5.4.13.4. OBTAINS WRITTEN RELEASE. Obtains written release of claim from contractor.

A2.1.5.4.13.5. PROCESSES FINAL PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion, and forwards for payment.

A2.1.5.4.13.6. REVIEWS FINAL PUBLIC PAY VOUCHER. Reviews final paid voucher and files in contract file.

A2.1.5.4.13.7. COMPLETES PERFORMANCE EVALUATION REPORT. Researches contract file and completes Construction Contractor Performance Evaluation Report. Prepares DD Form 1594.

A2.1.5.4.13.8. FILES INACTIVE CONTRACT. Places filing designation, dollar amount, and completion date on contract folder. Completes and files in inactive file.

A2.1.5.4.13.9. ASSESSES CONTRACT WARRANTY ENFORCEMENT. Resolves discrepancy resulting from construction item under warranty.

A2.1.5.4.13.10. REVIEWS CONTRACT FOLDER AND PREPARES CONTRACT FILE CLOSEOUT CHECKLIST.

A2.1.5.4.13.11. STAGES COMPLETED CONTRACT.

A2.1.6. ARCHITECT AND ENGINEER (A&E) CONTRACTING:

A2.1.6.1. REVIEWS SOW/PROJECT BOOK:

A2.1.6.1.1. PREPARES CONTRACTING REVIEW COMMENTS. Prepares review comments and forwards to CE for incorporation. Inputs PR into automated data system.

A2.1.6.1.2. ATTENDS BASE REVIEW CONFERENCE (BRC). Meets with Design Working Group (DWG) to discuss and review project specification.

A2.1.6.1.3. MEETS WITH PROJECT ENGINEER. Meets with project engineer to discuss project objective and specialized service required for design of project.

A2.1.6.2. REVIEWS DESIGN PACKAGE. Reviews and develops Advanced Contracting Plan and obtains concurrence from CE on scheduled item.

A2.1.6.3. REVIEWS PROPOSED SYNOPSIS FROM CE:

A2.1.6.3.1. REVIEWS PROPOSED SYNOPSIS. Reviews proposed synopsis from CE and discusses correction or addition with project engineer.

A2.1.6.3.2. PREPARES/REVIEWS SYNOPSIS. Prepares synopsis and forwards to CBD for publication. Reviews CBD for accuracy of applicable project and makes a copy for file. Issues correction to published CBD synopsis when error is discovered; makes and files copy of corrected synopsis.

A2.1.6.4. PROCESSES SF 254, *ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE*, AND SF 255, *ARCHITECT-ENGINEER AND RELATED SERVICES QUESTIONNAIRE FOR SPECIFIC CONTRACT*:

A2.1.6.4.1. REVIEWS A&E SF 254 AND SF 255. Reviews SF 254/SF 255 for completeness and clarity and forwards to CE.

A2.1.6.4.2. REVIEWS PROSPECTIVE A&E FIRMS LIST. Reviews prospective list of A&E firms and ensures none are on the List of Parties Excluded from Federal Procurement or Non-procurement Program.

A2.1.6.5. PARTICIPATES IN PRE-SELECTION BOARD:

A2.1.6.5.1. ATTENDS MEETING. Attends pre-selection board meeting as observer to witness voting procedure and final ranking of firms.

A2.1.6.5.2. REVIEWS MINUTES AND VOTING SHEET. Reviews minutes, individual voting sheets and ballot tabulation sheet; verifies calculation on voting sheet and ensures no error was made.

A2.1.6.5.3. CORRECTS ERROR. Coordinates correction with pre-selection board chairman. Obtains and reviews corrected minutes of meeting.

A2.1.6.6. PARTICIPATES IN FINAL SELECTION BOARD:

A2.1.6.6.1. ATTENDS MEETING. Attends final selection board meeting and answers question on procurement procedure, monitors selection board procedure and questions during presentation, and monitors voting procedure during voting session.

A2.1.6.6.2. REVIEWS MINUTES AND VOTING SHEET. Reviews final selection board minutes, individual voting sheet, final ranking of firms, and ballot tabulation sheet for accuracy.

A2.1.6.6.3. CORRECTS ERROR. Coordinates correction with final selection board chairman and corrects minutes.

A2.1.6.7. NOTIFIES NON-SHORT LIST A&E FIRM.

A2.1.6.8. NOTIFIES A&E FIRM OF SELECTION. Notifies A&E firm, by letter, of selection for negotiation.

A2.1.6.9. MEETS WITH DWG. Meets with the DWG to discuss project objective and review SOW/project book to ensure accuracy.

A2.1.6.10. PREPARES REQUEST FOR PROPOSAL. Prepares and forwards RFP to selected A&E firm.

A2.1.6.11. HOSTS CRITERIA REVIEW CONFERENCE (CRC):

A2.1.6.11.1. COORDINATES CONFERENCE. Establishes/coordinates meeting date/time.

A2.1.6.11.2. ATTENDS CONFERENCE. Attends CRC and site visit.

A2.1.6.11.3. REVIEWS CRC MINUTES. Reviews CRC minutes from CE for accuracy and places in file.

- A2.1.6.11.4. REQUESTS ADDENDUM FOR CHANGE. Requests addendum for change to engineer's SOW/project book.
- A2.1.6.11.5. REVIEWS ADDENDUM. Reviews, prepares, and issues amendment to the RFP incorporating the addendum.
- A2.1.6.12. CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION MEETING. Reviews government estimate and A&E proposal, establishes government negotiation position, and requests/reviews DCAA audit.
- A2.1.6.13. PROCESSES POM. Prepares POM, forwards for required approval and reviews comment.
- A2.1.6.14. CONDUCTS NEGOTIATION. Conducts negotiation meeting, reviews revised A&E proposal and government estimate.
- A2.1.6.15. PREPARES PNM. Prepares PNM; attaches revised exhibit, PNM, certificate of funds, certification of current cost, pricing data, and related documentation.
- A2.1.6.16. PREPARES CONTRACT REVIEW FILE. Conducts pre-award survey and determines contractor's responsibility and writes determination of responsibility. Prepares award document in automated data system. Prepares unsuccessful A&E letter, CBD synopsis and assembles file. Prepares contract and obtains signature of A&E firm and Contracting Officer. Prepares and forwards for required review.
- A2.1.6.17. PERFORMS POST-AWARD ADMINISTRATION. Prepares and issues Notice to Proceed, reviews A&E insurance certification, processes A&E design submittal, reviews design review comment, conducts joint design review meeting, processes A&E invoice for payment/addendum to SOW/project book, and reviews A&E release of claim for design service.
- A2.1.6.18. CLOSING CONTRACT. Prepares SF 1421, *Performance Evaluation* (Architect and Engineer), obtains inspection release of claim, completes inspection checklist, processes final payment and prepares DD Form 1594.
- A2.1.6.19. PROCESSES INDEFINITE A&E DO:
- A2.1.6.19.1. REVIEWS SOW:
- A2.1.6.19.1.1. PREPARES CONTRACTING REVIEW COMMENT. Prepares review comment and forwards to CE for incorporation.
- A2.1.6.19.1.2. ATTENDS BRC. Meets with the DWG to discuss and review project specifications.

A2.1.6.19.1.3. MEETS WITH PROJECT ENGINEER. Meets with project engineer to discuss project objective and specialized service required for design of project.

A2.1.6.19.2. HOSTS CRC:

A2.1.6.19.2.1. COORDINATES CONFERENCE. Establishes/coordinates meeting date/time.

A2.1.6.19.2.2. ATTENDS CONFERENCE. Attends CRC and site visit.

A2.1.6.19.2.3. REVIEWS CRC MINUTES. Reviews CRC minutes from CE for accuracy and places in file.

A2.1.6.19.2.4. REQUESTS ADDENDUM FOR CHANGE. Requests addendum for change to engineer's SOW/project book.

A2.1.6.19.2.5. REVIEWS ADDENDUM. Reviews, prepares, and issues amendment to the RFP incorporating the addendum.

A2.1.6.19.3. REVIEWS DESIGN PACKAGE. Reviews and develops Advanced Contracting Plan. Obtains concurrence from CE on scheduled item.

A2.1.6.19.4. FORWARDS PROJECT BOOK TO CONTRACTOR. Prepares and forwards project book to the indefinite A&E firm.

A2.1.6.19.5. CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION MEETING:

A2.1.6.19.5.1. REVIEWS GOVERNMENT ESTIMATE. Reviews government estimate for completeness/compliance with funding limitation, and resolves problem.

A2.1.6.19.5.2. REVIEWS A&E PROPOSAL. Reviews A&E proposal, forwards copy to project engineer for review and comment, and compares against government estimate.

A2.1.6.19.5.3. ESTABLISHES GOVERNMENT NEGOTIATION POSITION. Coordinates with project engineer, discusses engineering evaluation comment, and establishes government negotiation position.

A2.1.6.19.6. PROCESSES POM:

A2.1.6.19.6.1. PREPARES POM. Prepares POM stating the government's position and relevant fact concerning proposed negotiation.

A2.1.6.19.6.2. PREPARES FILE. Prepares POM file, attaches exhibit, and forwards file for required review/approval.

A2.1.6.19.6.3. REVIEWS COMMENT. Reviews POM comment; addresses, resolves, and incorporates review comment prior to negotiating with the A&E firm.

A2.1.6.19.7. CONDUCTS NEGOTIATION. Conducts meeting and reviews revised A&E proposal and government estimate.

A2.1.6.19.8. PREPARES PNM. Prepares PNM defining how deviation from original government position was determined, facets of the original and revised A&E fee proposal, the government's original and revised estimate, and price reasonableness.

A2.1.6.19.9. PREPARES AWARD AND DO. Prepares DO in automated data system, submits for review and obtains approval/signature.

A2.1.6.19.10. PREPARES DD FORM 350.

A2.1.6.19.11. DISTRIBUTES DO. Distributes DO and other related documentation.

A2.1.6.19.12. ADMINISTERS CONTRACT. Prepares Notice to Proceed, processes A&E design submittal, reviews design review comment, conducts joint design review meeting, and processes A&E invoice for payment.

A2.1.6.19.13. PROCESSES ADDENDUM TO SOW/PROJECT BOOK. Reviews technical addendum, obtains government estimate, conducts negotiation, and prepares PNM, MOD and DD Form 350.

A2.1.6.19.14. PROCESSES PAYMENT INVOICE. Obtains, reviews, and prepares A&E invoice for payment, and forwards to Accounting and Finance Office (AFO).

A2.1.6.19.15. REVIEWS A&E RELEASE OF CLAIM FOR DESIGN SERVICE. Reviews and files in contract file.

A2.1.6.19.16. PROCESSES FINAL PAYMENT. Processes individual DO and forwards for final payment.

A2.1.6.19.17. PREPARES DD FORM 1594 AND SF 1421.

A2.1.7. TASK ORDER CONTRACTING (TOC) DELIVERY ORDER (DO):

A2.1.7.1. PROCESSES TOC DO:

A2.1.7.1.1. PROCESSES PR. Reviews specification and drawing for feasibility and completeness and ensures a COR designation is included. Logs purchase control

number and completes project status sheet. Resolves discrepancy concerning the PR content. Loads PR into automated data system.

A2.1.7.1.2. DETERMINES LIQUIDATION DAMAGE FORM. Determines liquidated damage form for assessment of liquidated damage when performance period is not met.

A2.1.7.1.3. ISSUES LETTER PROPOSAL.

A2.1.7.1.4. CONDUCTS PRE-PROPOSAL CONFERENCE:

A2.1.7.1.4.1. COORDINATES PRE-PROPOSAL CONFERENCE. Prepares agenda and coordinates with applicable government agency.

A2.1.7.1.4.2. CONDUCTS PRE-PROPOSAL CONFERENCE. Conducts conference, answers question, prepares and distributes minutes, and conducts site visit.

A2.1.7.1.4.3. ANSWERS INQUIRY. Answers and coordinates inquiry and technical question.

A2.1.7.1.5. PROCESSES RFP:

A2.1.7.1.5.1. REVIEWS TOC PROPOSAL AND GOVERNMENT ESTIMATE. Reviews TOC proposal and government estimate, forwards copy to project engineer for review and comment, and compares against government estimate.

A2.1.7.1.5.2. CONDUCTS GOVERNMENT TEAM PRE-NEGOTIATION. Holds pre-negotiation meeting with base project engineer to determine strategy, conduct cost and price analysis, and address items the government may have overlooked. Compares with means book and establishes government negotiation position.

A2.1.7.1.6. PREPARES POM.

A2.1.7.1.7. CONDUCTS NEGOTIATION:

A2.1.7.1.7.1. CONDUCTS NEGOTIATION MEETING. Conducts negotiation meeting with the TOC and base project engineer to address area of government concern.

A2.1.7.1.7.2. PREPARES PNM. Prepares PNM defining how deviation from original government position was determined, facets of the original TOC proposal, the government's estimate, and price reasonableness.

A2.1.7.1.8. PREPARES DO AWARD. Prepares DO award, DD Form 1155, *Order for Supplies or Services*, in automated data system.

A2.1.7.1.9. COORDINATES DO:

A2.1.7.1.9.1. OBTAINS REQUIRED REVIEW. Submits contract over \$100,000 for review.

A2.1.7.1.9.2. RESOLVES COMMENT.

A2.1.7.1.9.3. AWARDS DO. Awards, reproduces, and distributes.

A2.1.7.1.10. NOTIFIES DOL. IAW FAR, notifies DOL of an award of a construction contract subject to affirmative action requirement.

A2.1.7.1.11. NOTIFIES UNSUCCESSFUL OFFEROR.

A2.1.7.1.12. PREPARES DD FORM 350.

A2.1.7.2. PERFORMS TOC DO CONTRACT ADMINISTRATION:

A2.1.7.2.1. PERFORMS PRE-PERFORMANCE ACTIVITY:

A2.1.7.2.1.1. PREPARES FOR PRE-PERFORMANCE CONFERENCE.

Prepares pre-performance document by assembling forms and documents to be issued to the contractor, and schedules pre-performance conference and participants.

A2.1.7.2.1.2. CONDUCTS PRE-PERFORMANCE CONFERENCE. Discusses contractor responsibility, right of the government, contract specification, fire protection, security, and safety requirements. Issues pre-performance document and ensures letter requiring the contractor's signature and date are accurately annotated/signed.

A2.1.7.2.1.3. ISSUES NOTICE TO PROCEED.

A2.1.7.2.1.4. REVIEWS PERFORMANCE AND PAYMENT BOND. Reviews performance and payment bond, prepares bond review package, and forwards to bond team.

A2.1.7.2.1.5. REVIEWS STATUS REPORT. Reviews status report from bonding company. Computes percentage of completion and determines if work is being performed satisfactorily.

A2.1.7.2.2. MONITORS CONTRACTOR PROGRESS:

A2.1.7.2.2.1. **REVIEWS PROPOSED PROGRESS SCHEDULE AND/OR CRITICAL PATH MEASUREMENT (CPM).** Reviews contractor's proposed progress schedule, obtains approval/disapproval recommendation from CE and forwards approved progress schedule to the contractor and civil engineer. Files copy of approved progress schedule in centralized ledger for contract over 60 days duration.

A2.1.7.2.2.2. **REVIEWS CONTRACTOR PROGRESS.** Monitors contractor progress to ensure contract progress and completion are as scheduled; reviews progress report received from contractor and civil engineer/inspector, compares and posts to the contract progress schedule.

A2.1.7.2.2.3. **RESOLVES DISCREPANCY.** Resolves discrepancy in contractor and civil engineer progress report, and files progress report in contract file.

A2.1.7.2.2.4. **ISSUES CURE NOTICE.** Obtains required review/comment and issues cure notice when the contractor falls significantly behind schedule without a valid cause. Obtains NGB-AQ coordination as required.

A2.1.7.2.2.5. **ANNOTATES CONTRACT FILE.** Annotates contract file as to whether delinquency was cured within ten days and forwards copy to SBA if appropriate.

A2.1.7.2.2.6. **REVIEWS REVISED PROGRESS SCHEDULE.** Obtains and reviews contractor's revised contract progress schedule whenever a contract modification causes a change, or when the performance period is extended for four or more weeks. Provides a copy of the approved revised schedule to OPR and contractor, and files a copy in the centralized ledger.

A2.1.7.2.2.7. **ISSUES STOP WORK ORDER.** Issues stop work order when contract violation arises. Negotiates new start date and prepares time extension memorandum and SF 30.

A2.1.7.2.3. MONITORS CONTRACTOR PERFORMANCE:

A2.1.7.2.3.1. **PREPARES FOR AND CONDUCTS PROGRESS MEETING.** Prepares meeting agenda, coordinates agenda item with interested functional area, conducts progress meeting, and prepares minutes for official contract file.

A2.1.7.2.3.2. **REVIEWS CONTRACTOR STATEMENT.** Reviews SF 1413 on contractor and subcontractor. Resolves discrepancy.

A2.1.7.2.3.3. **REVIEWS APPRENTICESHIP CERTIFICATE.** Reviews and determines rate of pay for future payroll review.

A2.1.7.2.3.4. REVIEWS MATERIAL SUBMITTAL. Logs submittal on AF IMT 66 and suspenses to CE. Upon return from CE, gives final approval, forwards to contractor and resolves discrepancy. Reviews MSDS for hazardous material.

A2.1.7.2.3.5. REVIEWS PAYROLL. Reviews contractor and subcontractor payroll and checks against authorized wage scale in the DO and resolves discrepancy.

A2.1.7.2.3.6. PERFORMS SITE VISIT. Visits construction site and documents item concerning contract performance or pertinent to contractor's evaluation/accomplishment.

A2.1.7.2.4. PROCESSES PAYMENT TO CONTRACTOR:

A2.1.7.2.4.1. PROCESSES PAYMENT INVOICE. Reviews contractor invoice to determine amount of requested payment or verifies contract completion percentage and amount to be retained by the government (if applicable) and forwards for payment.

A2.1.7.2.4.2. MAINTAINS OBLIGATED FUNDING RECORD.

A2.1.7.2.4.3. REVIEWS AND FILES PUBLIC PAY VOUCHER. Reviews and files copy of paid voucher and files in contract file.

A2.1.7.2.5. PROCESSES CONTRACT MOD:

A2.1.7.2.5.1. REVIEWS REQUEST FOR MOD. Reviews MOD requirement and places written documentation in contract file.

A2.1.7.2.5.2. MONITORS FUND AND INDEPENDENT GOVERNMENT ESTIMATE. Monitors to ensure funds are available for MOD that is an increase. Loads PR into automated data system.

A2.1.7.2.5.3. PROCESSES CHANGE ORDER MOD. Processes change order MOD when there's not enough time for prior negotiation. Prepares SF 30 in automated data system.

A2.1.7.2.5.4. EVALUATES ESTIMATE. Evaluates contractor's proposal.

A2.1.7.2.6. PREPARES FOR NEGOTIATION:

A2.1.7.2.6.1. DEVELOPS PRICING DATA FOR NEGOTIATION AND ESTABLISHES OBJECTIVE.

A2.1.7.2.6.2. CONDUCTS NEGOTIATION.

A2.1.7.2.6.3. PREPARES PNM.

A2.1.7.2.6.4. DRAFTS SUPPLEMENTAL AGREEMENT. Drafts supplemental agreement, prepares file, and obtains required review.

A2.1.7.2.6.5. DISTRIBUTES MOD. Distributes MOD as required following execution.

A2.1.7.2.6.6. PREPARES DD FORM 350.

A2.1.7.2.7. CONDUCTS LABOR INTERVIEW. Visits construction site and conducts required labor compliance interview with contractor employee. Evaluates labor compliance. Reviews investigation, notifies DOL, and prepares investigation report and final report. Assesses liquidated damage for underpayment and prepares SF 30.

A2.1.7.2.8. CLOSES DO:

A2.1.7.2.8.1. FORWARDS DRAWING. Ensures contractor furnishes “as built” drawing and forwards to CE.

A2.1.7.2.8.2. CONDUCTS PRE-FINAL INSPECTION. Visits construction site with project engineer for pre-final inspection to ensure completion of DO. Forwards punch list item to contractor for correction.

A2.1.7.2.8.3. CONDUCTS FINAL INSPECTION. Visits construction site with project engineer for final inspection to ensure DO completion.

A2.1.7.2.8.4. OBTAINS WRITTEN RELEASE FROM CONTRACTOR.

A2.1.7.2.8.5. PROCESSES FINAL PAYMENT INVOICE. Validates contractor invoice to determine amount of payment, verifies contract completion, and forwards for payment.

A2.1.7.2.8.6. REVIEWS FINAL PUBLIC PAY VOUCHER. Reviews final paid voucher and files in contract file.

A2.1.7.2.8.7. FILES INACTIVE DO. Places filing designation, dollar amount, and completion date on contract folder.

A2.1.7.2.8.8. ASSESSES DO WARRANTY ENFORCEMENT. Resolves discrepancy resulting from construction item under warranty.

A2.1.8. STANDARD PROCUREMENT SYSTEM (SPS):

A2.1.8.1. ENSURES RECORD SECURITY. Establishes safeguard to ensure the security of record, including technical control to assure safeguards are properly invoked and that intentional or accidental violation of security does not occur. Develops, implements, and maintains risk analysis.

A2.1.8.2. ISOLATES HARDWARE PROBLEM. Isolates hardware problem; e.g., printer, terminal, or power source.

A2.1.8.3. ISOLATES SOFTWARE PROBLEM:

A2.1.8.3.1. IDENTIFIES PROCUREMENT DESKTOP 2 (PD2) SOFTWARE PROBLEM. Researches PD2 operating manual or requests assistance from USP&FO administrator.

A2.1.8.3.2. IDENTIFIES SPS ERROR. Identifies SPS internal operating error and reports to USP&FO.

A2.1.8.4. INSTALLS SOFTWARE RELEASE. Installs software release received from commercial vendor for PD2.

A2.1.8.5. PERFORMS SOFTWARE BACKUP FOR PD2.

A2.1.8.6. ANALYZES SPS PRODUCT. Analyzes automatic customer transaction, end of day product, AFO interface, vendor input, reconciliation list, follow-up listing, and consolidation file.

A2.1.8.7. PERFORMS UPDATE. Updates statement and clauses, reconstructs abstract; adds, checks and updates buyer/vendor code and funding citation, changes printer parameter, updates estimated delivery date, Contracting Officer signature, and purges mail.

A2.1.8.8. COORDINATES/RESEARCHES SPS:

A2.1.8.8.1. COORDINATES WITH SERVER ADMINISTRATOR ON SERVER PROBLEM.

A2.1.8.8.2. COORDINATES WITH COMMERCIAL VENDOR SPS HELP DESK TO RESOLVE PROBLEM.

A2.1.8.8.3. COORDINATES WITH SPS USER. Provides technical assistance, ensures maximum utilization of equipment, resolves problem, and notifies of non-availability of system.

A2.1.8.8.4. RESEARCHES SPS WEB SITE (BASE-LEVEL RELEASES TO PD2).

A2.1.9. DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS). Researches and resolves DFAS issue. Retrieves file, obtains payment history and researches payment and receiving report. Coordinates with customer and contractor, determines outstanding obligation, documents file, and definitizes contract or order. Researches interest penalty, prepares memorandum and files.

A2.1.10. AUDIT. Prepares for external audit and/or surveillance, participates in audit, resolves audit issue, and documents.

A2.1.11. FAR AND SUPPLEMENT. Maintains FAR for immediate application.

A2.1.12. CONTINUOUS EDUCATION. Attends formal training (not related to certification), e.g., workshop, teaching, web-based training, etc., to satisfy continuous education requirement.

A2.1.13. CONTINGENCY CONTRACTING:

A2.1.13.1. PREPARES STATUS OF RESOURCES AND TRAINING SYSTEM REPORT.

A2.1.13.2. MAINTAINS CONTINGENCY KIT.

A2.1.13.3. REVIEWS UNIT OPERATIONS PLAN FOR CONTRACTING IMPACT.

A2.1.13.4. PERFORMS FEDERAL/STATE DISASTER PREPAREDNESS PLANNING.

A2.1.14. UNIT TRAINING ASSEMBLY (UTA). Performs planning and scheduling task associated with preparation for UTA.

A2.1.14.1. REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES/SCHEDULES TRAINING.

A2.1.14.2. ANNOTATES TRAINING RECORD.

A2.1.14.3. DEVELOPS/REVIEWS TRAINING PLAN.

A2.1.15. PERFORMS TDY ASSOCIATED WITH CONTRACTING MISSION. Does not include OCONUS or training.

A2.2. INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER RANGE****Table A3.1. Standard Manpower Range.**

Fractional Manpower Range	Whole Manpower Required
1.078 - 2.154	2
2.155 - 3.231	3
3.232 - 4.308	4

Attachment 4

MANPOWER TABLE

Table A4.1. Standard Manpower Table.

WORK CENTER/FAC		APPLICABILITY MANHOUR					
Air Force Specialty Title	AFSC	Grade	Manpower Requirement				
Supv Contracting Spec	6C0XX	Civ	1	1	1	1	
Purchase Agent	6C0XX	Civ	0	1	1	1	
Contract Spec	6C0XX	Civ	1	1	2	3	
Total			2	3	4	5	

NOTE: Appropriate may be substituted at the discretion of the Commander.